

Metadata Guide

Thursday, September 20, 2018 2:02 PM

This guide serves to stand as the best practice for metadata field entry at AUC. See "Crosswalks and Fields in Digital Commons" to refer to what fields should be entered depending on the type of material.

Islandora fields

Binary_file

After placing files for upload in the sftp upload folder, list the path to those files. (FOR NON-STREAMING ITEMS)> should conform to file name below. (SEE FILE NAME)

****Note:** be sure to place extension after filename = .jpg, .pdf, .mp3....

Examples:

- o auc.074.0001.jpg (etc., etc, for "loose" items)
- o AnnaHall_ForUpload/auc.119.b02f09.00000000.pho0007.jpg (for items placed in a folder before uploading to sftp upload folder)
- File Name (dc.identifier)
For proper AUC file naming, see the [Digitization Manual's Naming Conventions & File Structure](#)
- o **For streaming media:** https://596608d3a32c6.streamlock.net/ADEPT/mp4:131015_NGA_FILM_1.mp4/playlist.m3u8 (must use cmodel: islandora:videoRedirectCModel)
- o https://596608d3a32c6.streamlock.net/ADEPT/mp4:131015_NGA_FILM_1.mp4/playlist.m3u8
For streaming media files, Excel will insert an extra space after the streaming URL. Remove this in the CSV, otherwise the Spreadsheet Ingest tool will say that it "Failed to find or read the given binaries..."

```
4a.test:0000,adep:0000,
a/playlist.m3u8,est_audio_1
ppyright. For more information
ith the web URL or handle iden
```

Label

The title to be displayed of the item. (SEE TITLE) **Note:** we are no longer using brackets for created titles- if they are there, remove them.

Title (dc.title)

Simply put, the title is the "name given to the digital resource." Consider how you want the title to display:

- Use existing titles when available.
- If no title is provided, use the information within the document or a finding aid if provided.
- Avoid using abbreviations.
- Avoid using the terms "image of" / "photograph of" and other terms that are self-explanatory of the item.
- Use title case style capitalization, e.g., *The Scholarly Communications Crisis*, and make it read smoothly. If unsure of what to capitalize, use a generator such as <https://titlecase.com/> or <https://titlecaseconverter.com/> (works for multiple lines). **BE SURE** to review what the generator created to be sure no syntax like vol.iii gets converted to Vol. iii (example).
- If no title is available, supply a brief and descriptive title, e.g., Two Men and a Car.
- The only titles that will not be using title case are theses and dissertations, where typically they will have only the first word capitalized. User submitted entries will be kept as-is for now.
- Include a date or date range. Since this is not part of the 'formal' title, no need to capitalize this part. This field is free text, but use the following examples as a guide to make this convention consistent:
 - Portrait of Anna Hall, circa 1920
 - Portrait of Anna Hall, 1950
 - Portrait of Anna Hall, 1995
 - Portrait of Anna Hall, April 1995
 - Portrait of Anna Hall, March 28, 1965
 - Portrait of Anna Hall, 1966-1968

WEBLINK= title + (web resource)
take screenshot of webpage and upload as a pdf content model

Alternative_Title

Original Title (dc.title.alternative)

In the case of audio and video recordings, some information may be written on the tape or case. Because there may be useful information here, albeit written in shorthand, enter what is written verbatim.

Author (dc.creator), Creator (dc.creator) [name dependent on material type] Repeatable using pipe "|" delimiter

A repeatable field, the creator is the author of a document, the person who took a photograph, the person being interviewed for an oral history, etc. Information about the creator should be taken from the original document or the Finding Aid or the catalog record. Record the name as: Last name, First name. If not in the [Loc name authority headings](#), record following the convention of LastName, FirstName MI. Examples:

- o Leming, James S., 1941-
- o Shakur, Tupac, 1971-1996
- o Smithston, Cheri Harriet
- o Smith, Robert A., Jr.
- o See about suffixes here: <https://blog.apastyle.org/apastyle/2012/03/jr-sr-and-other-suffixes-in-apa-style.html>
- o use creator and publisher for journals/non-journals - not author

Date (dc.date) or Publication Date (dc.date.created) – this is from the direction of the DLG

The date, or publication date, refers to the date the original was created, not the scan. This field is machine-readable and needs to be entered in YYYY, YYYY-MM, or YYYY-MM-DD format. In the case of photographs of other archival documents when there is an unsure date, enter a range of dates expressed as YYYY/YYYY. Please try to be as accurate as possible and do not exceed a 15 year span of dates. ISO 8601

Examples:

1971
1955-09
2003-07-26
1996/2001
1905/1917

Decade (dc.coverage.temporal)

Because of sorting functionality in Islandora this will be entered in a decade format Starting with "00" and ending in "09", examples: 1900-1909, 1990-1999, 2010-2019, etc...

Description/Abstract (dc.description.abstract), Description (dc.description.abstract) [name dependent on collection of material]

In photographs, a short description of the item. The description field for a photograph or document is a shorter abstract, usually one or two sentences, with correct grammar and punctuation, and avoiding personal or editorial statements. Proof your work to ensure all sentences are well-formed and complete. (Example: instead of "Man in doorway of Taylor Stadium." use "A man stands in the doorway of Taylor Stadium." After the description of the image, if there is pertinent information on the front or back of the photo, use "Written on recto:" or "Written on verso:" and then write verbatim what is written on either the front or back of the image. You do not need to include photo processing stamps or writings that do not aid in the description of the item.

In case of indiscernible handwriting, use brackets "[?]" when unsure. For example, John Smi[?] (an example of a word where the first part is readable and the last part is not).

This field will either be a provided abstract from the author describing the article (in case of a publication), a brief synopsis of the audio or video recording, (See document [Guidelines for Writing Abstracts and Time Indexing](#) for further information) The abstracts for A/V and publications should be no longer than 6-10 sentences. (Bear in mind that there may be exceptions as an author provided abstract could be longer.)

Subject (dc.subject)

To replace keywords and disciplines from Digital Commons. Using OCLC FAST, use the heading with the most uses. Be sure there are no spaces and two dashes (not one long dash, which it tends to autocorrect to). Use subjects under the **"Subjects - MAIN"** page of this tab, copy and paste is easiest. Do not enter other subjects to this CV without consultation.

- o African American universities and colleges
- o African Americans--Education (Higher)
- o Education--Curricula

Each object should have 3-5 subjects -- just enough to describe the main subjects of the object. This helps with [precision and recall](#) in search/browse results.

- o Subjects should be separated with the pipe symbol ("|"). Example: "African American universities and colleges|African American ns--Education (Higher)|Education--Curricula"

Document Type (dc.type)

The document type field records the original format of the resource following the MODS vocabulary available below:

text – Resources that are basically textual in nature.
cartographic – Includes maps, atlases, globes, digital maps, and other cartographic items.
notated music – Graphic, non-realized representations of musical works, both in printed and digitized manifestations that represent the four components of musical

sound: pitch, duration, timbre, and loudness.

sound recording – Used when a mixture of musical and nonmusical sound recordings occurs in a resource or when a user does not want to or cannot make a distinction between musical and nonmusical.

still image – Includes two-dimensional images and slides and transparencies.

moving image – Includes motion pictures and videorecordings, as well as television programs, digital video, and animated computer graphics—but not slides and transparencies. It does not include moving images that are primarily computer programs, such as computer games or computer-oriented multimedia; these are included in "software, multimedia".

three dimensional object – Includes man-made objects such as models, sculptures, clothing, and toys, as well as naturally occurring objects such as specimens mounted for viewing.

software, multimedia – Appropriate for any electronic resource without a significant aspect that indicates one of the other <typeOfResource> categories. It includes: software, numeric data, computer-oriented multimedia, and online systems and services.

mixed material – Indicates that there are significant materials in two or more forms that are usually related by virtue of their having been accumulated by or about a person or body. Mixed material includes archival fonds and manuscript collections of mixed forms of materials, such as text, photographs, and sound recordings.

Format (dc.format)

The format of the image or digital file, expressed in the [MIME format](#) following type/subtype convention. Enter the access copy MIME Type as it is displayed. [Mozilla gives a nicer truncated list](#). These will be the common formats, but note that there may be other subtypes used dependent on the format.

Most used type vocabulary:

- o **image/jpeg** - an access photo jpeg file
- o **application/pdf** - an access pdf file
- o **text/plain** – a human readable document (TEXT FILE- NOT REALLY USED AT THIS TIME)
- o **audio/mpeg** – most of our access audio files *could have different subtype
- o **video/mp4** – most of our access video files *could have different subtype

Medium (dc:PhysicalMedium)

A description of the physical asset following a controlled vocabulary provided from the Getty's AAT (Art and Architecture Thesaurus). Use the preferred term as it is listed. Note that you can be extremely specific with the AAT (*and we don't want to go there*), so see below for more common terms that may assist users in sorting through collections.

Choose from the following terms (Check with DSD before adding additional terms)

- o **architectural records** (Records documenting the design and construction of buildings or other structures)
- o **archival materials** (This is the broadest catch-all grouping defined as the physical materials that make up the mass of an archive, if anything else more closely fits - narrower term preferred)
- o **black-and-white prints (prints on paper)** Prints composed using only black and white, usually black ink on white paper.
- o **booklets** Small books consisting of a few sheets that are glued, stitched or stapled together between thin card or paper covers.
- o **collages (visual works)** (Works in two dimensions or very low relief that were made by gluing paper, fabrics, photographs, or other materials onto a flat surface)
- o **correspondence** (Any forms of addressed and written communication sent and received, including letters, postcards, memorandums, notes, telegrams, or cables)
- o **flyers (printed matter)** (Printed pieces such as notices or advertisements intended for distribution by hand or by mail.)
- o **photocopies** General term for copies produced by photocopying, that is, in a machine employing a light-sensitive process, and usually at a one-to-one scale. In the early to mid-20th century, used regarding copies made by various specific processes; since the mid-20th century, most often refers to xerographic copies.
- o **posters** (Notices, usually decorative or pictorial, intended to be posted to advertise, promote, or publicize an activity, cause, product, or service; also, decorative, mass-produced prints intended for hanging.)
- o **publications (documents)** Documents distributed to the public by sale or other transfer of ownership, or by rental, lease, or lending. (catalogs, bulletins, etc.)
- o **scrapbooks** Blank books or albums designed so that a variety of items may be affixed to the pages, including photographs, clippings, and other memorabilia.

- o **black-and-white photographs** (Refers to a broad class of photographs having images in gray tones, black, and white, and sometimes one hue (which can result from chemical processes used, including toning, or from aging, i.e., a sepia toned print).
- o **black-and-white negatives** (Refers to negatives whose images are composed of gray tones, black, and white or clear areas; may include one hue as a result of process, toning, or discoloration).
- o **color photographs** (The broad class of photographs having images composed of more than one hue, plus the neutral tones. For photographs having a range of tones within one hue, see "black-and-white photographs.")
- o **color slides** (Photographic slides having images composed of more than one hue, plus the neutral tones = A POSITIVE ORIGINAL)
- o **color negatives** (Photographic negatives that record on a single base the hue and lightness of a scene in values that are complementary in relation to the scene's actual perceived values; e.g., light blue is recorded as dark yellow)
- o **lantern slides** Transparent positive images made or mounted on glass for projection, usually but not necessarily photographic, measuring 3 1/4 to 3 1/2 by 4 inches for projection onto a screen by means of a specialized projector.
- o **photomechanical prints** Images produced by processes that involve a photographic process (that is, employing light-sensitivity) to transfer an image, and then a separate process to produce the print, which was never itself light-sensitive. (collotype, gravure, halftone, litho)

- o **audiotapes** (Sound recordings on magnetic tape)
- o **videotapes** (Magnetic tapes on which visual images are electronically recorded and played back, with or without sound)
- o **born digital** (Describes material or content created in electronic form and saved as digital data, having had no initial or interstitial state as an analog or physical product. This material may be written or saved on personal computers, floppy disks, CDs, DVDs, hard drives, or any mode of digital storage media.)

Publication Terms:

- o **articles**: Literary compositions prepared for publication as an independent portion of a magazine, newspaper, encyclopedia, or other work.
- o **journals (periodicals)**: Periodical publications, particularly those containing scholarly articles or otherwise disseminating information on developments in a particular subject field.
- o **abstracts (summaries)**: Brief summaries that provide the essential points of written works, such as the content of a publication or of a journal.
- o **conference proceedings**: Documents containing accounts of the meetings and papers presented at a conference.
- o **reviews (documents)**: Periodicals, reports, or essays giving critical estimates and appraisals of art, a performance, or event. For other critical descriptions and analyses, prefer "criticism."
- o **partial documents**: Portions of documents or other written works, either included as discrete sections in an extant document or detached from the original documents
- o **reference sources**: Sources intended primarily for consultation rather than for consecutive reading.

Collection (dc.source)

The name of the collection as indicated in the [Numeric Codes to Collections](#) file, using title case format. For example:

- o Atlanta University Photographs
- o Spelman College Vertical Files
- o Oscar Harris Collection

Are all necessary? Does anyone really have a "dissertation/thesis"?

Finding Aid (dc:isPartOf)

Just the URL to the new Aspace URLs or **wait for New handle URL (preferred)**

Source (dc.source)

The originating Journal or publication name. Use title case.

Playing Time (dc:SizeOrDuration)

In Hours:Minutes:Seconds (HH:MM:SS) format. Example: 02:35:35, 00:00:55

Time index (dc:SizeOrDuration) [former "comments" section in Digital Commons] Repeatable using pipe "|" delimiter

Will provide notes about capturing keywords and moments within recording to aid researchers in finding important segments of a recording. (See document "[Guidelines for Writing Abstracts and Time Indexing](#)" for further information)

Date of Award (dc.date.created)

Free text using as much information as known and YYYY-MM-DD when applicable, mostly for ETDS. Examples:

- o Spring 5-21-2018
- o January 1932
- o Fall 1956
- o 1944

Degree Type (dc:thesis.degree.type)

Type of degree. Approved vocabulary:

- o thesis
- o dissertation

Degree Name (dc:thesis.degree.name)

Official name of degree granted. Use controlled vocabulary as written below with no periods in abbreviation (*Chicago Manual of Style*). Check with DSD to add to examples below:

If a degree is defunct and no longer with the institution, use as written. Retain legacy, format to similar ones below:

- o Doctor of Philosophy in Humanities (PhD)
- o Doctor of Philosophy (PhD)

- o Doctor of Education (EdD)
- o Doctor of Theology (ThD)
- o Doctor of Social Work (DSW)
- o Doctor of Arts (DA)
- o Master of Arts (MA)
- o Master of Education (Med)
- o Master of Social Work (MSW)
- o Master of Science (MS)
- o Master of Computer Science (MCS)
- o Master of Divinity (MDiv)
- o Master of International Affairs (MIA)
- o Master of Arts in Christian Education (MACE)
- o Master of Business Administration (MBA)
- o Master of Public Health (MPH)
- o Master of Public Administration (MPA)
- o Master of Professional Studies (MPS)
- o Master of Religious Education (MRE)
- o Doctor of Ministry (DMin)
- o Doctor of Theology (ThD)
- o Education Specialist (EdS)
- o Bachelor of Arts (BA)
- o Doctor of Arts in Humanities (DAH)
- o Specialist in Library Service

Granting Institution

School (dc.provenance) or University or Center (dc.provenance <for ITC pubs>)

The official name of the granting school of the degree type. "University or Center" was used in ITC dissertations to differentiate between the contributing schools.

- o Clark Atlanta University
 - Clark College
 - Atlanta University
- o Spelman College
- o Morris Brown College
- o Morehouse College
- o Interdenominational Theological Center
 - Gammon Theological Seminary
 - Charles H. Mason Theological Seminary
 - Morehouse School of Religion
 - Turner Theological Seminary
 - Phillips School of Theology
 - Johnson C. Smith University

Department (dc.degree.discipline) or Department (dc.thesis.degree.discipline)

The official name of the thesis granting department within the College/University. Use only the official name by checking against the institution's website or talk to a DSD member. If a department is defunct and no longer with the institution, use as written. Retain legacy, format to similar ones below:

USE TITLE CASE

Examples from CAU:

- o Department of African American Studies, Africana Women's Studies and History
- o Department of Art and Fashion
- o Department of Public Administration
- o Department of Religion and Philosophy
- o Department of Sociology and Criminal Justice
- o Department of Speech Communication and Theater Arts
- o Department of Counselor Education
- o Accounting Department
- o Decision Sciences Department
- o Economics Department
- o School of Social Work

Advisor (dc.contributor), Second Advisor (dc.contributor), Third Advisor (dc.contributor)

Repeatable field of advisor name in LoC name authority style: LastName, FirstName MI. **Repeatable using pipe "|" delimiter**

Note: Use no prefix or suffix- name only

Editor (dc.contributor)

Repeatable field of editor name in LoC name authority style: LastName, FirstName MI. **Repeatable using pipe "|" delimiter**

Note: Use no prefix or suffix- name only

Language (dc.language)

A language of the intellectual content of the resource. Values should be taken from the ISO 639-2 standard, and expressed as three letter codes (i.e., eng, fre).

https://en.wikipedia.org/wiki/List_of_ISO_639-2_codes

Additional Files (dc.isPartOf)

This field can also be used to describe file attachments (like datasets, zip files, etc.)

Institution (dc.provenance) Repeatable using pipe "|" delimiter

This primarily will be "Atlanta University Center Robert W. Woodruff Library", but could be Morehouse or Spelman if they are the primary owners of the materials (ex= part of CLR grant). *This is for DLG to sort our materials correctly into their "buckets"*

Vocabulary:

- o Atlanta University Center Robert W. Woodruff Library
- o Spelman College
- o Morehouse College
- o Clark Atlanta University
- o Interdenominational Theological Center
- o Morris Brown College

Geographic Location (dc.coverage.spacial)

The location of the image, audiovisual event, or publication – use OCLC FAST for consistent display. Note that a general convention in FAST is BroaderTerm--NarrowerTerm--EvenNarrowerTerm. If location is not in FAST and needs to be created, please follow that convention. [note: separator is TWO DASHES WITH NO SPACING IN BETWEEN ELEMENTS]

*If no location can be discerned, leave blank.

Examples:

- o Liberia--Monrovia
- o Georgia--Atlanta
- o Georgia--Atlanta--Martin Luther King Jr. National Historic Site
- o Georgia--Warm Springs
- o England--London
- o Spelman College
- o Illinois

Publisher (dc.publisher)

Formal name of publisher in title case.

- use creator and publisher for journals/non-journals - not author

Date Submitted (dc.dateSubmitted)

Use machine readable YYYY-MM-DD format.

URL (dc.isVersionOf)

The URL to the home location of the scholarly article or other related materials.

Series

For journals DBT...,used in MCMLK collection

Recommended Citation (dc.bibliographicCitation)

Auto-generated!

DOI (dc.identifier)

The persistent identifier or handle used to uniquely identify objects, standardized by the International Organization for Standardization.

For publications and journals not archival material..

Handle

For archival materials, finding aids, IR materials. minted during ingest.

Build spreadsheet/use fields for each

Acknowledgements (dc.description)

In ARC collections, only where AUC RWWL thanks granting agencies. Could be used for other additional thank yous, etc... Examples:

- o The Atlanta University Center Robert W. Woodruff Library acknowledges the generous support of the Council on Library and Information Resources (CLIR) in supporting the processing and digitization of a number of historic collections as part of the project: Our Story: Digitizing Publications and Photographs of the Historically Black Atlanta University Center Institutions.
- o The Atlanta University Center Robert W. Woodruff Library acknowledges the generous support of the National Endowment for Humanities - Humanities Collections and Reference Resources Implementation Project Grant in supporting the processing and digitization of a number of its major archival collections as part of the project: Spreading the Word: Expanding Access to African American Religious Archival Collections at the Atlanta University Center Robert W. Woodruff Library.

IR materials- no "rights" statement, just "rights statement"

Rights (dc.rights)

AUC RWWL statement, See "Rights Statements and AUC Statements" in one note under 'Metadata'. Select from 3 statements, dependent on ownership of materials:

- o AUC Woodruff Library OR Morehouse:
 - o All works in this collection either are protected by copyright or are the property of the Robert W. Woodruff Library, and/or the copyright holder as appropriate. To order a reproduction or to inquire about permission to publish, please contact the Archives Research Center at: archives@auctr.edu with the web URL or handle identification number.
- o Spelman:
 - o All works in this collection either are protected by copyright or are the property of the Robert W. Woodruff Library, and/or the copyright holder as appropriate. To order a reproduction or to inquire about permission to publish, please contact the Spelman College Archivist at <https://www.spelman.edu/about-us/archives> with the web URL or handle identification number.
- o All works in this collection either are protected by copyright or are the property of the Robert W. Woodruff Library, and/or the copyright holder as appropriate. To order a reproduction or to inquire about permission to publish, please contact the Dean of the Chapel at Morehouse College with the web URL. (USE ARCHIVES STATEMENT)
- o ADEPT:
 - o All works in this collection are protected by copyright. For more information or to request a use not granted under the Copyright Educational Use Statement from rightsstatements.org, please contact Aaron Carter-Enyi (aaron.carterenyi@morehouse.edu) with the web URL or handle identification number.

ETD-s - no statements

Rights Statement (dc.rights)

Four approved for AUC use from <http://rightsstatements.org> – depending on collection. See approved "Rights Statements and AUC Statements" in one note.

Extent (dc.extent)

The length of the file. May include the page number of pdfs. Example: 45 pages

Notes (dc.description)

This field DSD used to ask for additional information about the image or recording with a "contact DSD with further information" type statement. Example:

- o At the AUC Robert W. Woodruff Library we are always striving to improve our digital collections. We welcome additional information for any of the works in this collection. To submit information, please contact us at: DSD@auctr.edu

Pid

The unique ID for the item, composed of the namespace, a colon, and the object's identifier.

See more: [PIDS](#)

Parent_object

Contains the parent object/collection's PID.

See more: [Parent Object](#)

Parent_predicate

Contains the relationship type between the object and its Parent Object. Defaults to *isMemberOfCollection*, so can be left blank in most cases.

See more: [Parent Predicate](#)

Cmodel

cmodel = data model for object type

See more: [Content Model \(Cmodel\)](#)

FIELDS THAT WOULD BE ON SPREADSHEET FOR INTERNAL USE, NOT MEANT FOR DC/ISLANDORA:

Date Scanned

Preferred format for entry when date is known:

YYYY-MM-DD

Scanning Technician

Record the name of the person who scanned the material as:

Last name, First name

Physical Location

The physical location of the object. Ex. b05f06

Alternate ID

This field is where previous filenames or other identifiers are recorded, separated by commas. This allows staff to search for older filenames or identifiers and find which items are being referred to.

Rights Statements and AUC Statements

Wednesday, July 18, 2018 10:32 AM

Rights: our AUC statement. Depending on the collection, the contact will either be ARC or DSD.

Rights Statements are shown below, entering the URI as appropriate – (from <http://rightsstatements.org>)



IN COPYRIGHT

This Rights Statement can be used for an item that is in copyright. Using this statement implies that the organization making this item available has determined that the item is in copyright and either is the rights-holder, has obtained permission from the rights-holder(s) to make their Work(s) available, or makes the item available under an exception or limitation to copyright (including Fair Use) that entitles it to make the item available.

URI: <http://rightsstatements.org/vocab/inC/1.0/>

<http://rightsstatements.org/vocab/inC/1.0/>



IN COPYRIGHT - EDUCATIONAL USE PERMITTED

This Rights Statement can be used only for copyrighted items for which the organization making the item available is the rights-holder or has been explicitly authorized by the rights-holder(s) to allow third parties to use their Work(s) for educational purposes without first obtaining permission.

URI: <http://rightsstatements.org/vocab/inC-EDU/1.0/>

<http://rightsstatements.org/vocab/inC-EDU/1.0/>



NO COPYRIGHT - UNITED STATES

This Rights Statement should be used for items for which the organization that intends to make the item available has determined are free of copyright under the laws of the United States. This Rights Statement should not be used for Orphan Works (which are assumed to be in-copyright) or for items where the organization that intends to make the item available has not undertaken an effort to ascertain the copyright status of the underlying work.

URI: <http://rightsstatements.org/vocab/NoC-US/1.0/>

<http://rightsstatements.org/vocab/NoC-US/1.0/>



COPYRIGHT UNDETERMINED

This Rights Statement should be used for items for which the copyright status is unknown and for which the organization that has made the item available has undertaken an (unsuccessful) effort to determine the copyright status of the underlying work. Typically, this Rights Statement is used when the organization is missing key facts essential to making an accurate copyright status determination.

URI: <http://rightsstatements.org/vocab/UND/1.0/>

<http://rightsstatements.org/vocab/UND/1.0/>

use in C for faculty publications

ETDs - no copyright statement

Subjects - MAIN

Thursday, November 01, 2018 4:06 PM

USE FOR ISLANDORA

OCLC FAST vocabulary

Abolitionists
Africa
African American architects
African American arts
African American athletes
African American authors
African American Baptists
African American bishops
African American business enterprises
African American churches
African American civic leaders
African American clergy
African American families
African American librarians
African American mayors
African American Muslims
African American neighborhoods
African American newspapers
African American Pentecostals
African American pioneers
African American poets
African American political scientists
African American Presbyterians
African American press
African American psychologists
African American scholars
African American scientists
African American sociologists
African American soldiers
African American student movements
African American teenagers
African American universities and colleges
African American men
African American women
African American women--Race identity
African Americans--Civil rights
African Americans--Education
African Americans--Economic conditions
African Americans--Employment
African Americans--Georgia--Atlanta
African Americans--Health and hygiene
African Americans--Housing
African Americans--Music
African Americans--Politics and government
African Americans--Religion
African Americans--Segregation
African Americans--Social conditions
African Methodist Episcopal Church
American literature--African American authors
Art
Apartheid
Associations, institutions, etc.
Black power
Cemeteries
Children
Church buildings
Church history
College publications
College students
College student newspapers and periodicals
College yearbooks
Commerce
Communism--United States
Community development
Conflict management -- Study and Teaching
Crime
Dispute Resolution (Law)
Early childhood education
Education--Curricula
Education--Religion
Ethnology
Folklore in literature
Funeral rites and ceremonies
Gospel music
Greek letter societies
Harlem Renaissance
Interior decoration
Interviews
Islam
Labor
Law--Study and teaching
Lectures and lecturing
Lynching
Manners and customs
March on Washington for Jobs and Freedom

Non-FAST for series collections (can be used for all collections)

Buildings and grounds
Campus life
Class collages
Commencement ceremonies
Events and programs
Faculty and staff
Groups and organizations
Portraits and people
Presidents
Theatre and dance

JL changed "composites" to "collages" as it fits with AAT and is a more apt description

FAST Vocabulary for ADEPT collections

African diaspora
African diaspora--Religion
Africans--Politics and government
Africans--Religion
Afrobeat
Arts, Igbo
Bini language
Choral music
Dance
Drum
Efik language
Esan language
Ethnomusicology
Goemai language
Gullahs
Gullahs--History
Gullahs--Social life and customs
Gullah women
Highlife (Music)
Hymns
History--Nigeria
Igala language
Igbo (African people)
Igbo language
Igbo language--Tone
Music--Performance
Poetry
Popular music
Sea Islands Creole dialect
Singers
Women poets
Yoruba language

Note: These are the FAST terms that don't appear in the main list; you may use vocabulary from the main list in addition to these.

Marxian historiography
Methodist Church
Missions
Musicians
Negro spirituals
Nobel Prizes
Olympics
Oral history
Pan-Africanism
Pets
Philosophy and religion
Preaching
Psychology
Political activists--Guyana
Political participation
Political cartoons
Poll tax
Pullman porters
Race discrimination
Race relations
Railroads
Reconstruction (U.S. history, 1865-1877)
Recreation
Religious broadcasting
School integration
Sciences
Sermons
Speeches
Slavery
Social workers
Socialism
Special events
Suffrage
Theology
Theology--Study and teaching
Theological seminaries
Vietnam War (1961-1975)
Voter registration
Women--Societies and clubs
World War (1914-1918)
World War (1939-1945)